# Club Officer Training Vice President Education presentation handout

TLI Division D

July 25, 2020

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## Resources: in the Chat box

## **Vice President Education (VPE)**

**Club Officer Training** 



### The Vice President Education's Resource Guide

Compiled by Gary Cohen, DTM

### Club Central

Portal for conducting club business, accessible only to club officers. Requires logging in. From <a href="https://www.toastmasters.org/">https://www.toastmasters.org/</a>, go to Leadership Central, Club Central. The "Submit Education Awards" section is the primary feature that will be used by the Vice President Education.

### Distinguished Performance Reports

Dashboard for reviewing the club's progress in the Distinguished Club Program (DCP). No log in required. From <a href="https://www.toastmasters.org/">https://www.toastmasters.org/</a>, go to Leadership Central, Distinguished Performance Reports. From <a href="https://www.toastmasters.org/">https://www.toastmasters.org/</a>, go to Leadership Central, Distinguished Performance Reports. From that page, there are multiple ways to navigate to your club's page: you can search for your club by name or number in the Club Search text box, or you can select District 37 from the dropdown, select the Club Performance tab and scroll down to find your club organized by division and area.

### Distinguished Club Program and Club Success Plan

All the information you need about the 10 DCP goals and how to make a plan to achieve them.

Download the PDF at: <a href="https://www.toastmasters.org/resources/distinguished-club-program-and-club-success-plan-english">https://www.toastmasters.org/resources/distinguished-club-program-and-club-success-plan-english</a>

### Club Leadership Handbook

A practical guide to club leadership. All club officers should receive a hard copy from your club's immediate past President. Pages 25-28 cover the VP Education role and responsibilities. It is also available for download at <a href="https://www.toastmasters.org/resources/club-leadership-handbook">https://www.toastmasters.org/resources/club-leadership-handbook</a>,

### Speech Contests

Speech contests are an important part of the Toastmasters educational program. The following resources will help you conduct speech contests effectively.

https://www.toastmasters.org/leadership-central/speech-contests/speech-contest-tutorials http://d37toastmasters.org/speech-contests/

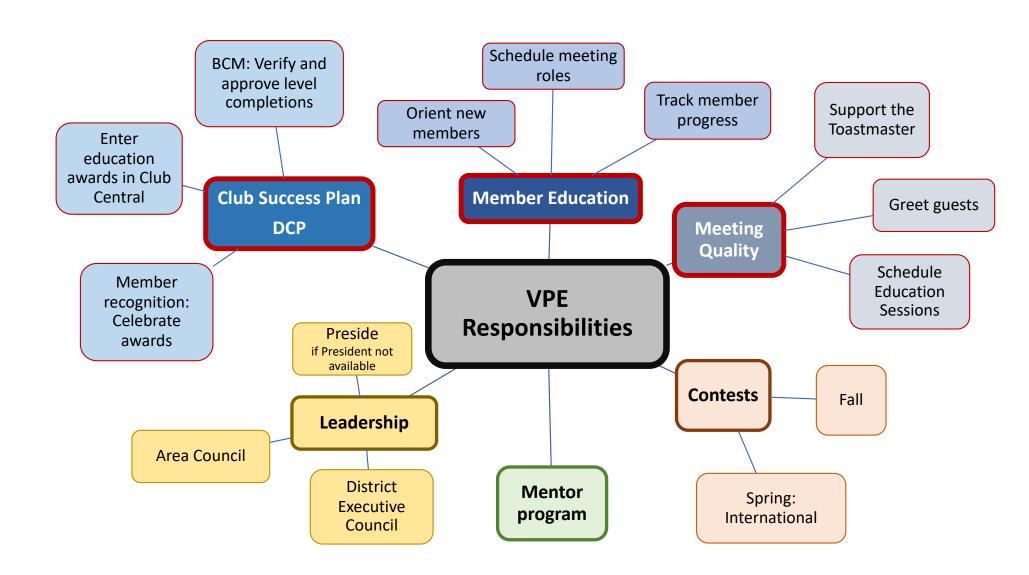
### Mentoring program

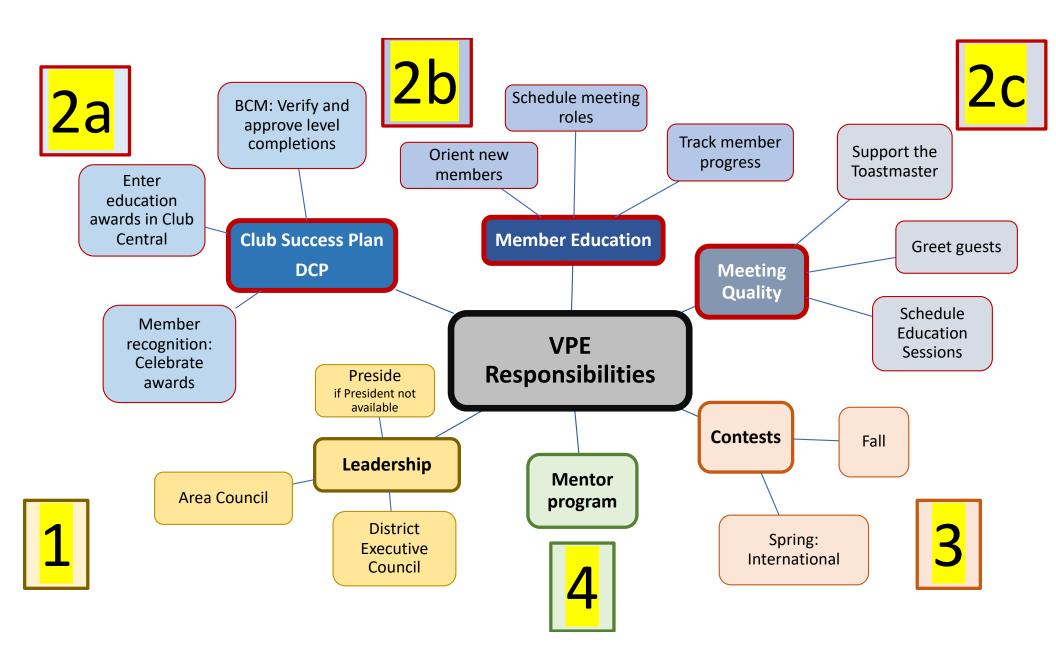
http://d37toastmasters.org/speech-contests/

A mentor program offers many benefits for your club and its members. This presentation defines mentoring, explains benefits and discusses responsibilities of mentors.

https://www.toastmasters.org/resources/mentoring

# AND this presentation







A Guide to Effective Club Leadership

Rev. 02/2020



Make sure you have the most recent: 2/2020

# 1

# Manuals from Toastmasters.org

VPE pages 25-28

# Manuals from Toastmasters.org

10. On-time payment of membership dues accompanied by the names of eight members (at least three of whom must be renewing members) for one period and on-time submission of one club officer list.

### Summary page 34

### **DISTINGUISHED CLUB PROGRAM GOALS**

### QUALIFYING REQUIREMENT

To be considered for recognition, your club must either have 20 members or a **net growth** of at least five new members as of June 30. Transfer members do not count toward this total until their membership has been paid and is current in their new club at which point they will be considered a renewing member.

### GOALS TO ACHIEVE

Following are the goals your club should strive to achieve during the year:

# EDUCATION TRAINING 1. Four Level 1 awards achieved 9. A minimum of four club officer roles trained during each of the two training periods 2. Two Level 2 awards achieved training Deriods 3. Two more Level 2 awards achieved ADMINISTRATION

Two Level 3 awards achieved
 One Level 4, Level 5, or DTM award achieved

6. One more Level 4, Level 5, or DTM award achieved

### MEMBERSHIP

7. Four new, dual, or reinstating members

8. Four more new, dual, or reinstating members

### RECOGNITION

When your club meets the qualifying requirement and also does the following, it is eligible for Distinguished Club recognition at year-end:

Achievement	Recognition Earned
Achieve five of 10 goals	Distinguished Club
Achieve seven of 10 goals	Select Distinguished Club
Achieve nine of 10 goals	President's Distinguished Club

Check your progress at www.toastmasters.org/distinguishedperformancereports

Resources page 35

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# DISTINGUISHED CLUB PROGRAM AND CLUB SUCCESS PLAN

How to Be  $\alpha$  Distinguished Club



Make sure you have the most recent: 6/2020

# Toastmasters.org→Leadership Central→Club Central

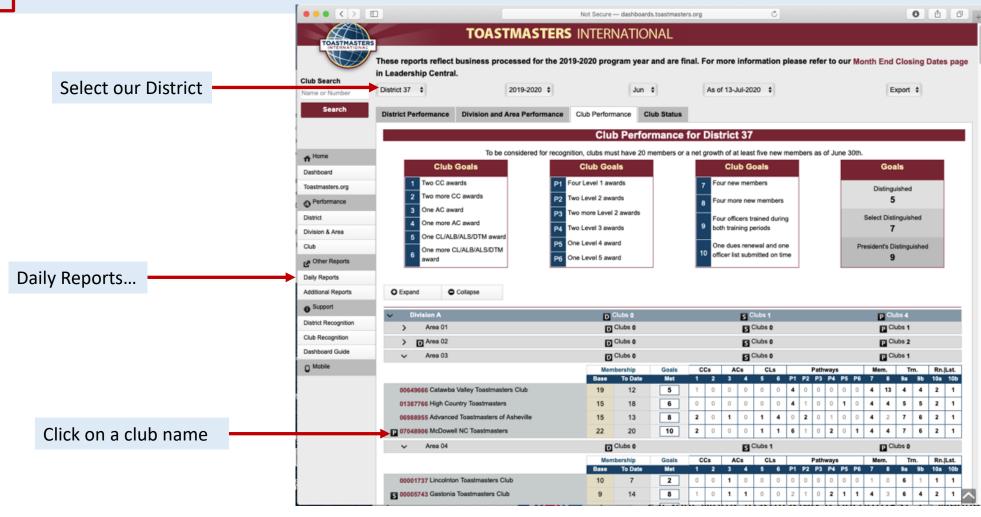
- Club Roster
- Submit Education Awards

(and check what is "next" for each member)

- Club Administration
  - Officer Assignment
  - Demographics
  - Financials
  - DCP
  - Club Achievements
  - Electibility Assistant
  - Club Contact and Meeting location
  - Addendum of Standard Club Options
  - Administrative reports

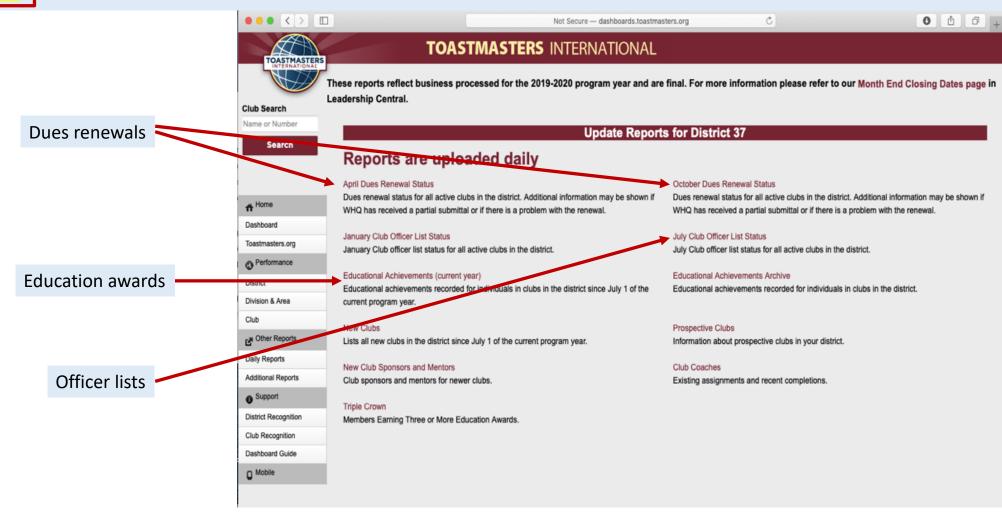


### Toastmasters.org→Leadership Central→Distinguished Club Program





# Toastmasters.org→Distinguished Club Program→Daily Reports





# Pathways: BCM (Base Camp Manager)

### I PATHWAYS LEARNING EXPERIENCE

Welcome to Pathways! You'll be challenged and inspired to reach new heights both personally and professionally.



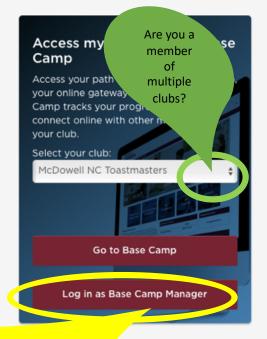




### I PATHWAYS LEARNING EXPERIENCE

Welcome to Pathways! You'll be challenged and inspired to reach new heights both personally and professionally.







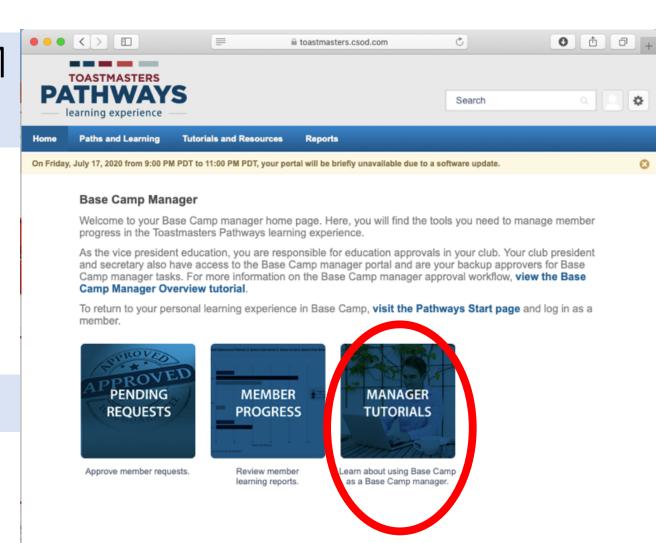
You only see this if you are a BCM for that club.

se | Browser Compatibility | Copyright | Site Map | Media Center | Careers



# Pathways: BCM tools

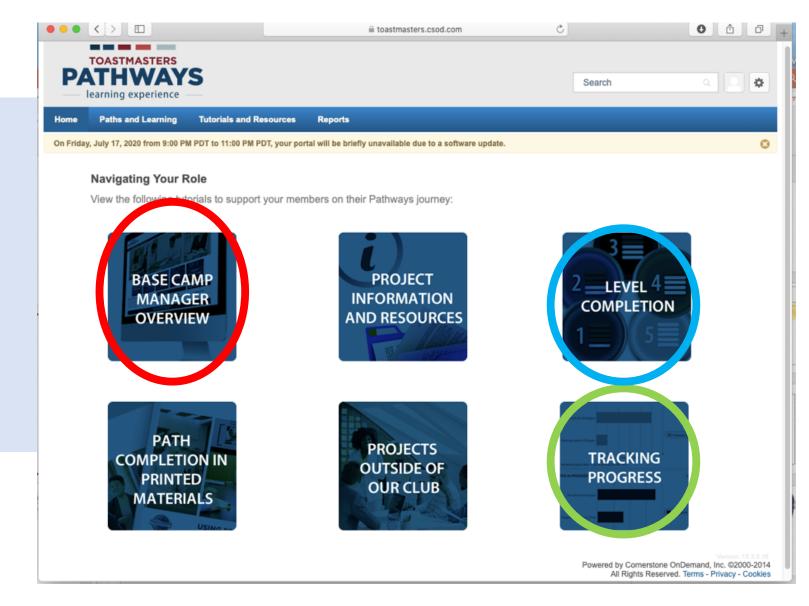
Log is as BCM

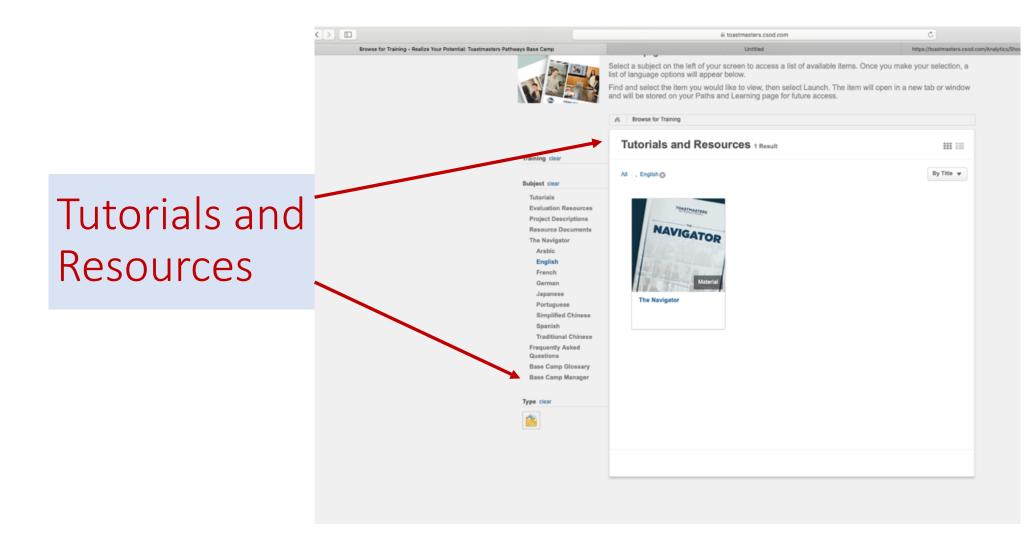


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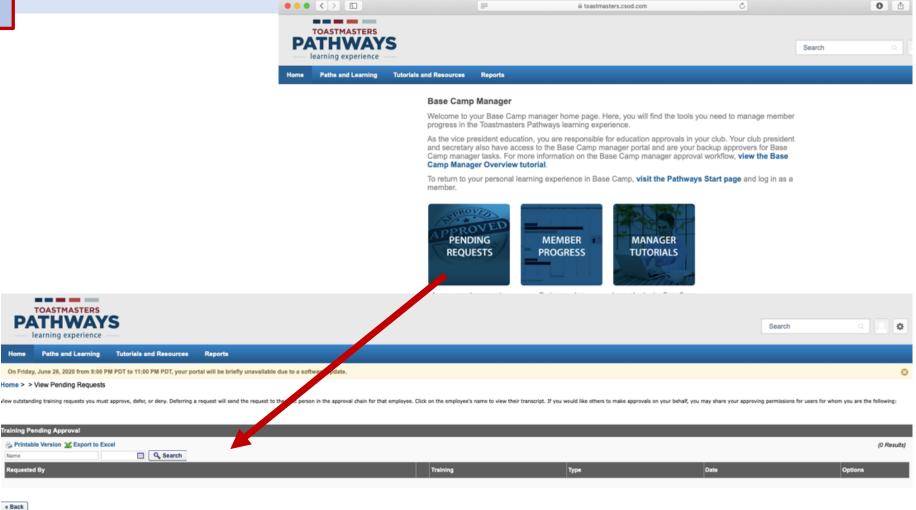
Going deeper into learning the BCM role specifics





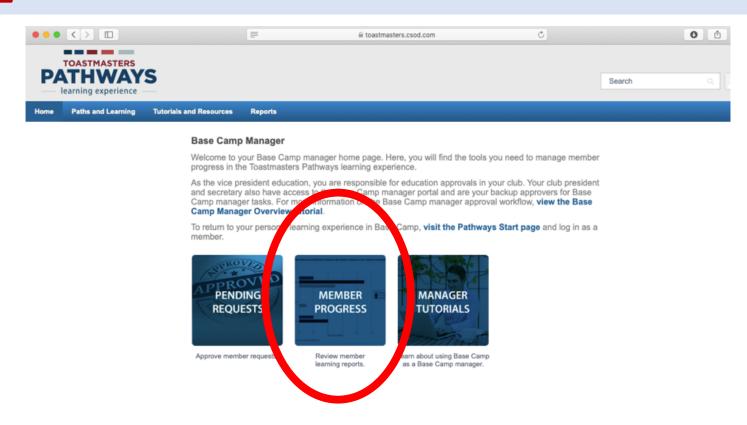
<mark>2b</mark>

# Pending Level Completion Requests



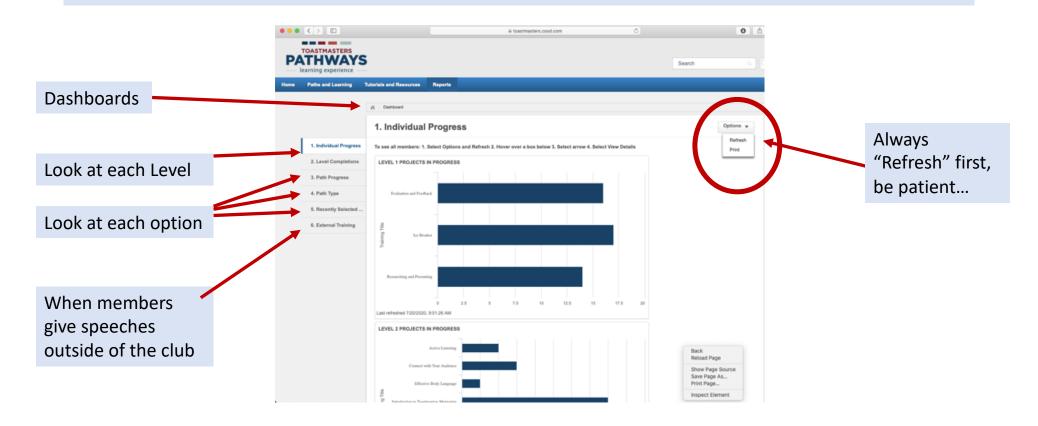


# Pathways: BCM tools >> Member Progress



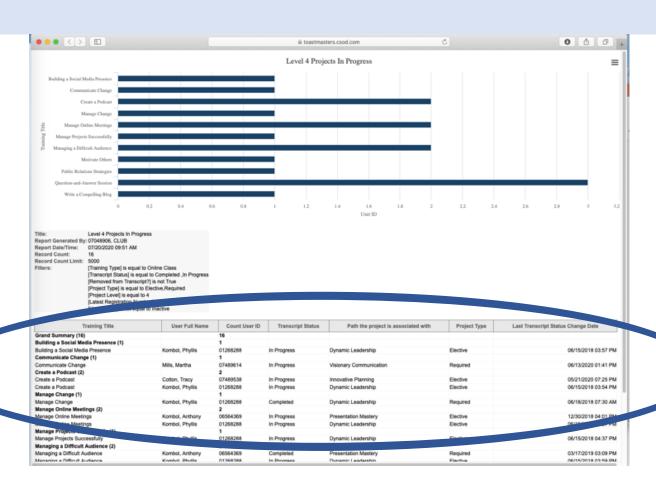


# Pathways: BCM tools → Member Progress



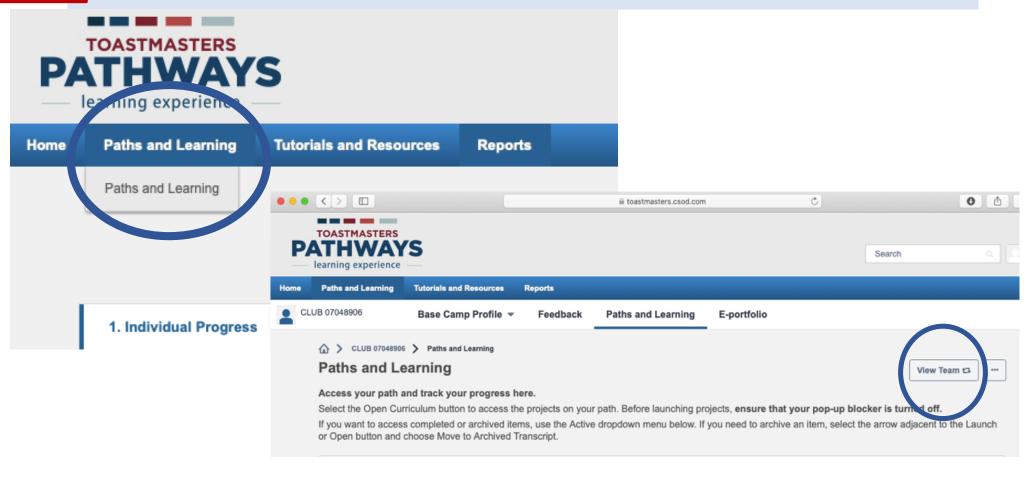


# Pathways: BCM tools → Dashboard details



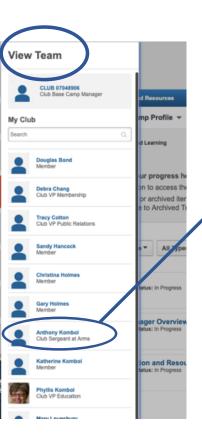


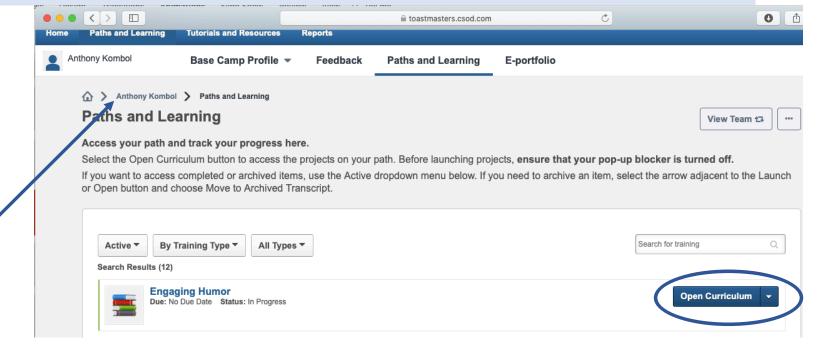
# Pathways: BCM tools → Paths and Learning





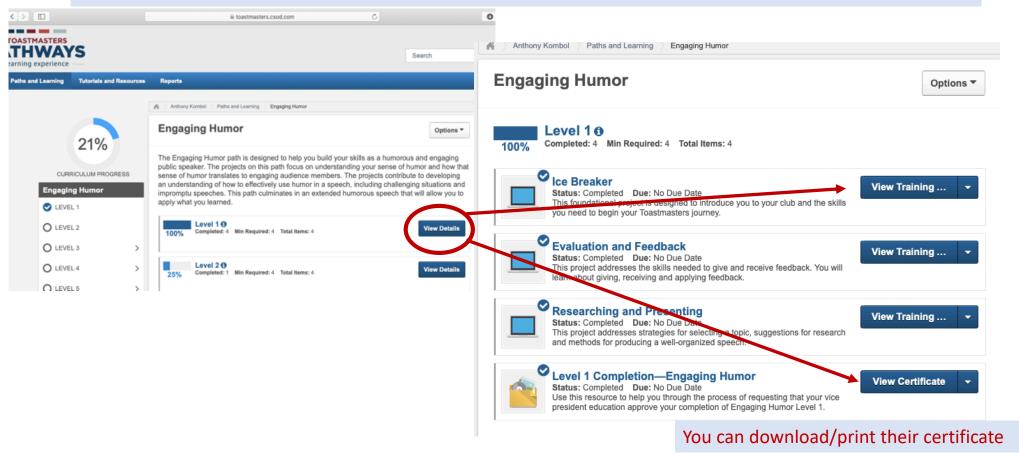
# Pathways: BCM tools → Paths and Learning → View Team → Select a member





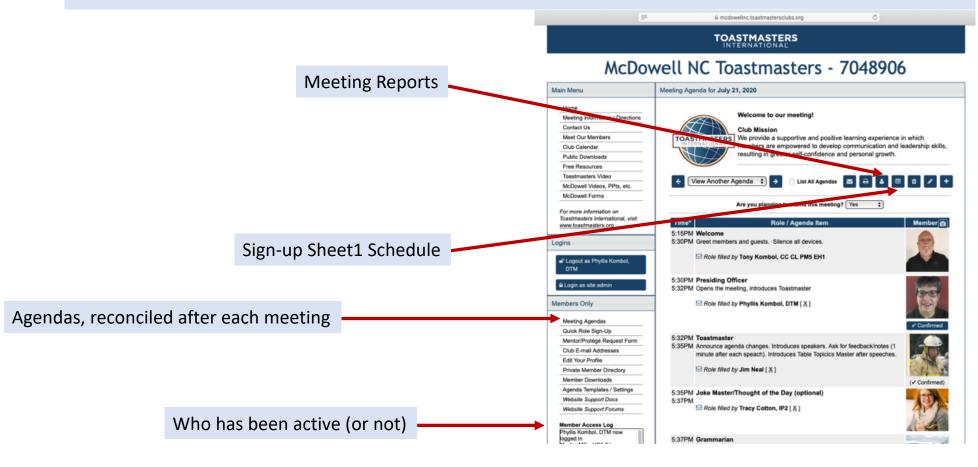


# Pathways: BCM tools Paths and Learning → View Team → Select a member → View Details (Training, Certificate)



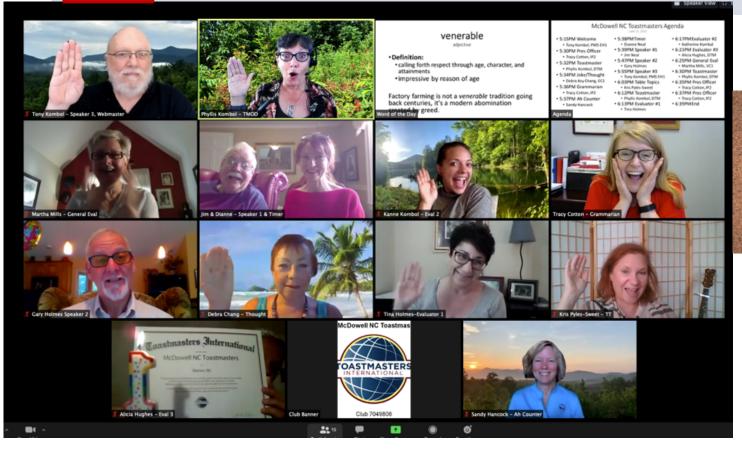


# FTH Tools for Tracking Member Progress



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# Meeting resources

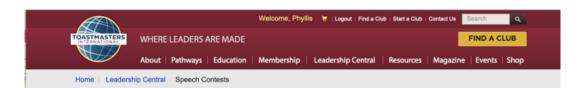




# Contest Resources



### From toastmasters.org



### | SPEECH CONTESTS



Speech contests are a Toastmasters tradition. Each year, thousands of Toastmasters compete in the Humorous, Evaluation, Tall Tales, Table Topics and International speech contests. Competition begins with club contests, and winners continue competing through the Area, Division and District levels. Winners of the District level International Speech Contest proceed to the region quarterfinal level. Following region quarterfinals, winners advance to the semifinals for a chance to take part in the World Championship of Public Speaking®.

Each year, more than 30,000 Toastmasters compete in one or more of the following contests:

International Humorous

Confestants present a five- to seven- minute speech contestants present a humorous speech that must be on any subject they choose. All districts must thematic in nature (opening, body, and close), not a

Learn More
Speech Contest Rulebook

### TOASTMASTERS



### SPEECH CONTEST RULEBOOK

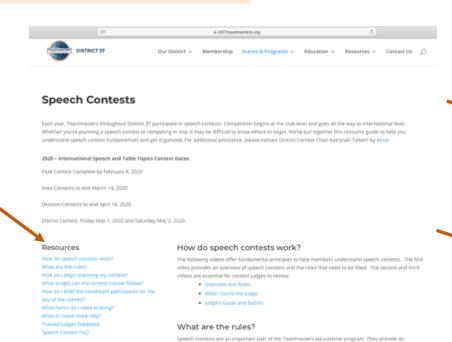
JULY 1, 2020 TO JUNE 30, 2021



### Contest Resources



# AND: from D37toastmasters.org→ Events & Programs→Contests



opportunity for Toastmasters to gain speaking experience, as well as an opportunity for other

This booklet contains the rules and standard procedures for conducting the International, Evaluation, Humorous, Table Topics, and Tall Tales speech contests. If you are involved in conducting or competing in a

speech contest, please read these rules carefully and follow them. By doing so, you will ensure a fair

Toastmasters to learn by observing proficient speakers.

speech contest and an enjoyable event for everyone.

### How do I begin planning my contest?

Following are your key resources for contest planning.

- Contest Project Plan This document will guide you step by step through all the tasks required to conduct a quality speech contest.
- Club Contest Resource Guide Here are the key milestone dates for your club contest in addition to helpful resources.
- · District Leaders Guide to Contest Season
- Contest Agenda Template For your audience members, fill in the specific details about your contest and print copies.

### What scripts can the contest master follow?

From excel templates for planning your contests to scripts to follow to know what to say and when to say it you'll find it here.

- · Sergeant-at-Arms Script
- Evaluation Contest Script
- · Humorous Contest Script
- International Contest Script
- · Table Topics Contest Script

### How do I brief the contest participants on the day of the contest?

From excel templates for planning your contests to scripts to follow to know what to say and when to say it you'll find it here.

- · Briefing the Contestants
- · Briefing the Judges, Timers and Counters
- · Briefing the Sergeant-at-Arms team

### What forms do I need to bring?

Complete digital versions are available for download at no charge on the Toastmasters International website. You may also order hard copy versions for a nominal fee. You must login as a member to the Toastmasters site to order hard copies of the kits.

- Evaluation Contest Kit
- Humorous Contest Kit
- · International Contest Kit
- Table Topics Contest Kit
- Speech Contest Certificates



# Mentor Program Resources

# From Toastmasters.org 296DCDMentoring\_12Mar2020 FTH tools 296DCDMentoring Open in Finder 296A-Mentoring.pdf 296CDMentoring.pps toastmasters-1163A-mentor-interest-survey.pdf toastmasters-1163B-mentee-assignment-notice.pdf toastmasters-1163C-mentor-assignment-notice.pdf toastmasters-1163D-mentor-certificate.pdf toastmasters-1163E-how-to-manage-club-mentor-program.pdf

### TOASTMASTERS INTERNATIONAL

### McDowell NC Toastmasters - 704890

Main Menu	McDowell Videos, PPts, etc.
Home	
Meeting Information / Directions	YouTube Links
Contact Us	
Meet Our Members	FTH and the Speaking Roles
Club Calendar	An eight minute video on how the Agenda function in FreeToastHost can help the speak
Public Downloads	the timer and the VP E.
Free Resources	https://youtu.be/ivhrwgfRGS0
Toastmasters Video	How to Complete a Project
McDowell Videos, PPts, etc.	The state of the s
McDowell Forms	A twelve minute video on how to complete a project in Pathways
	https://youtu.be/8MFbLv-Womc
For more information on Toastmasters International, visit www.toastmasters.org	Files
	Various files are available to download. Click on the approprate link to download:
Logins	PowerPoint to complement the How to Complet a Project video:
	How to complete a Project pptx
■ Logout as Phyllis Kombol,	
DTM	Pathways overview Summer 2020 TLI Pathways for summer 2020 TLIno pix.pptx
■ Login as site admin	Patimays for suffiller 2020 TCI10 pix.ppix
a Logii as site aurini	Directory Listing of McDowell TM specific items
Members Only	The link below goes to a non-TI server. After downloading the material you want use the
Meeting Agendas	arrow to return to this page.
Quick Role Sign-Up	McDowell
Mentor/Protégé Request Form	Directory Listing of Conorio TM material
Club E-mail Addresses	Directory Listing of Generic TM material
	The links below go to a non-TI server. After downloading the material you want use the
Edit Your Profile	arrow to return to this page.
Private Member Directory	TM PowerPoints
Member Downloads	TM Timer Cards
Agenda Templates / Settings	
Michalla Connect Dass	The state of the s

# You need a committee!



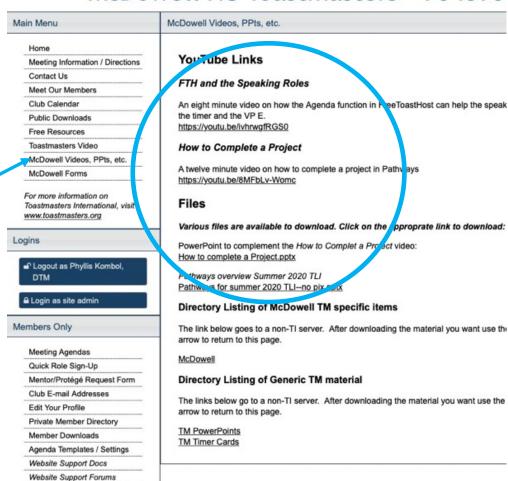
This Photo by Unknown Author is licensed under CC BY

# Overall Resources: 3 Websites

- Toastmasters.org
- D37toastmasters.org
- My clubs' FTH websites
  - McDowellNC.toastmastersclubs.org
  - Eat Your Words: eywtm.toastmastersclubs.org
  - Advanced Toastmasters of Asheville: 6988955.toastmastersclubs.org
- Contact me (last slide)

### TOASTMASTERS

### McDowell NC Toastmasters - 704890





# Resources: People

- Officer team
- Predecessor
- Club members who have been VPE in the past
- Area director
- Division director
- District trio

# How to reach me



# Phyllis.Kombol@gmail.com

704-763-1970 (cell)

Advanced Toastmasters of Asheville: 3<sup>rd</sup> Saturday 9:00-11:00 AM

Eat Your Words Toastmasters (Concord/I85): 2<sup>nd</sup> Wednesday 6:00-8:30 PM

McDowellNC Toastmasters (Marion): weekly Tuesdays 5:15-6:45 PM